

Salina Public Library Technology Plan 2005 – 2007

I. MISSION STATEMENT:

The Salina Public Library is a community service agency whose mission is to make readily available materials, resources, and technology for those of all ages. The library serves as a source for programs and materials for self-education and personal enrichment for lifelong learning.

II. SERVICE, GOALS, AND OBJECTIVES:

Three goals have been determined to achieve the library's three-year plan for 2005, 2006, and 2007, that relates to technology.

- a. Replace old computers with new models and update all computers to the latest operating system. Also increase the number of electrical outlets.
- b. Improve and add to our existing library link on the Salina City website.
- c. Complete the process of obtaining marc records for all items cataloged in our computer system.

III. STAFF AND PATRON TRAINING:

The library utilizes electronic opportunities locally and regionally whenever possible. To date all staff members have had training on Windows XP, Windows 2000, Netscape, Microsoft Explorer, Internet searching, and basics in other software now available in our library. An additional clerk was hired in part to handle the growing needs of our public computer workstations. Patrons are trained on an informal basis with hands on demonstrations with Internet searches and use of our catalog. We also offer one on one instruction for adult patrons.

IV. EXISTING TECHNOLOGY AND SERVICES:

Currently the library has five public computer workstations: two with windows XP, two with windows 2000, plus one Gates Foundation computer (windows 2000). We have a Gates Foundation server (windows NT). Two circulation computers (windows 2000). One staff computer (XP) workstation. All have Internet access with wireless service with a speed that is equivalent to a T-1 line. We have one catalog only access computer for public use. We have a laser printer for public use, a laser printer for staff use, and one color printer, scanner, copier. We have shared out all programs available on the Gates Server to all public workstations. These include Microsoft Office, Encarta Encyclopedia, Microsoft Streets and Maps and many others. Staff computers have Athena circulation

software that handles our cataloging and circulation. All public access computers have Deep-freeze and Norton anti-virus software for security purposes. All other computers have Norton anti-virus software.

V. PLANNED UPGRADES, SERVICES AND TIMELINE:

Year 2005 Objectives:

1. Replace outdated workstations with newer models.
 - A. The library director will apply for a grant to update at least four of our older computers.
 - B. Update all computers to the latest operating system.
2. Increase the number of outlets to better handle the electrical needs of our computers and their components.

Year 2006 Objectives:

1. Improve our existing link on the city website.
 - a. Expand our web page by adding library events, programs, and policies.
 - b. Continue updating webpage by adding graphics, pictures, and links.

Year 2007 Objectives:

1. Complete the process of obtaining marc records for all items cataloged into our circulation software.
 - a. Continue with the OCLC Catexpress program cataloging new items with Marc records.
 - b. Plan on budgeting for Catexpress to add extra Marc records monthly for older items already in our catalog.

VI. EVALUATION:

As with all components of library service, ongoing evaluation of technology and services from patrons is vital. Patron satisfaction and needs are monitored continuously through direct dialogue and surveys. Library services will keep pace with the needs and demands of the community. The library will make every attempt to keep up with changing

technology. With the increase and/or change in population comes the need to meet greater demands for better library services. The library strives to place needed information technology and services into the hands of all members of the community.

VI. BUDGET:

The library receives its operating budget from Salina City General Fund. Additional revenue comes from business donations, neighbor city donations, state and federal grants. The Library's budget is planned and implemented yearly, any major improvements would be based upon the availability of grants and use of monies in the budget and plan accordingly.

Becky Lopshire
Salina Public Library Director
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